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*Maintenance***CONVENTIONAL MUNITIONS SUPPORT  
PROCEDURES****COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction provides organizational commanders and custodians with the information required to obtain effective munitions support from the Base Munitions Account (FV). It explains standard munitions procedures and practices at the organizational level and outlines duties and responsibilities of organizational commanders and personnel appointed as munitions customers and custody account custodians. Also included are procedures for organization storage and security of munitions, establishment and relief from accountability for munitions, forecasting of munitions requirements, inventory of munitions stock/custody accounts, and disposition of munitions, munitions containers, munitions scrap, and hazardous waste. This instruction applies to all activities requiring munitions support from Base Munitions Account FV4425 to include off-base organizations, and Transportation Surface Freight personnel for processing of shipment and receipts.

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## 1. General.

1.1. This instruction contains procedures to assist Andrews AFB customers to conduct transactions within the FV. It provides guidance needed to prepare and maintain documentation and management products to effectively sustain support and control of munitions assets. These procedures are to be used in conjunction with AFI 21-201, *Management and Maintenance of Non-Nuclear Munitions*, and other applicable publications cited throughout this instruction. It is the responsibility of organization commanders, certifying officials, custody account custodians, and the Munitions Accountable Systems Officer (MASO) to ensure compliance with this instruction.

1.2. The MASO has the authority to freeze any organization's munitions accounts that are not managed or maintained properly. If efforts to resolve deficiencies within the organization are insufficient, the account will be frozen and any on-hand assets withdrawn from the unit until the munitions user can meet their custodial responsibilities.

## 2. Organizational Commander's Responsibilities.

2.1. In accordance with AFI 21-201, Chapter 2, organizational commanders assume full responsibility for all munitions items received by their organization. To understand responsibilities associated with maintaining accounts, the MASO or designated representative is required to provide the commander, and each subsequent commander thereafter, written instructions upon establishment of munitions accounts. Primary responsibilities consist of, but are not limited to:

2.1.1. Maintain an auditable up-to-date record of all receipts, expenditures, and turn-ins.

2.1.2. Provide proper storage in accordance with AFMAN 91-201, *Explosive Safety Standards*. Explosive storage licenses must be approved by wing weapons safety, security forces, and fire department and coordinated through munitions maintenance.

2.1.3. Provide proper security in accordance with AFI 31-101, *The Installation and Resource Protection Program* and DOD 5100.75-M, *Physical Security of Sensitive Conventional Arms, Ammunitions and Explosives*. Accountability and inventory integrity must be maintained so unauthorized personnel are denied access to munitions.

2.1.4. Keeping command supervision and custodial control over all munitions issued to the organization. This includes ensuring munitions are utilized only for the purpose and in quantities authorized by governing directives. Also ensure that ammunition items issued to your organization are not released to agencies or individuals outside the United States Air Force without proper authority and approval of the MASO and higher headquarters.

2.1.5. Maintain a current AF Form 68, **Munitions Authorization Record**. See [Attachment 2](#).

2.1.5.1. This form is used to designate organization personnel to certify and receipt for munitions. The commander's signature on this form certifies receipt of a briefing by the MASO and an understanding of the responsibilities associated with the account.

2.1.5.2. Part II of the AF Form 68 delegates individuals authorized to certify AF Form 2005, **Issue/Turn-In Requests**, for issue requests and expenditures. They are responsible for ensuring that munitions are being utilized only for the purpose and in quantities authorized by governing directives. Before signing the AF Form 2005 (expenditure document), these individuals must verify that the stated quantity agrees with the expenditure tracking forms and that the expenditure actually occurred. This authority should not be delegated below the level of flight

chief unless operationally necessary, in which case it may be delegated to the element chief.

2.1.5.3. Part III of the AF Form 68 delegates individuals authorized to receipt for items issued to the organization. Primary and alternate custodians will be designated in note 1. Personnel appointed as custodians must be competent and responsible individuals in the grade of E-5 or higher. Waivers to this requirement will be approved only by the MASO and must be fully justified in writing. These individuals are responsible for the day-to-day accountability and management of the account. The security clearance of the personnel delegated to receive classified munitions will be annotated in note 2.

2.1.5.4. No one individual can be delegated authority in both Part II and Part III of the AF Form 68. Any person authorized to certify a request or expenditure cannot receipt for items issued to the organization.

2.1.5.5. The AF Form 68 will be re-accomplished by the commander annually or when changes occur. Failure to maintain a current AF Form 68 will result in the account being frozen, and all transactions on the account stopped.

2.1.5.6. Ensure the MASO is notified 45 days in advance of a change in organizational commander or change in personnel authorized to request and/or receipt for munitions.

2.1.5.7. Notify the MASO 45 days prior to a custodian's departure for Permanent Change of Station, Permanent Change of Assignment, separation, retirement, etc. Ensure that the unit clearance forms contain the requirement for departing personnel to transfer the account to a new custodian prior to departure or turn-in all munitions and explosives to the MASO. Personnel not transferring their munitions account will be placed on administrative hold pending proper transfer.

2.1.5.8. Taking prompt action to remove a custodian who continually disregards the responsibilities of maintaining the munitions custody account or have authorization withdrawn for any reason.

2.1.5.9. Setting up procedures for control, collection, and turn-in of all munitions scrap/brass and their containers. It is extremely important that metal containers be controlled and accounted for until returned to DynCorp Munitions (ASD/MDMM) for disposition. METAL CONTAINERS ARE ACCOUNTABLE ITEMS.

2.1.5.10. Aid the MASO in correcting deficiencies in the operation of the munitions custody account.

2.1.5.11. Ensuring a 100 percent serviceability inspection is accomplished monthly on all small arms ammunition not in its original pack.

2.1.5.12. Be familiar with its contents of this instruction.

2.1.5.13. Ensure routine issue requests are submitted on AF Form 2005 to ASD/MDMM at least 10 days prior to the requirement. Verify emergency issue requests are signed by the appropriate group commander or equivalent, unless delegated to the organizational commander, and are hand carried to ASD/MDMM within 1 hour of telephone request. For further information concerning emergency requests refer to Chapter 5.

2.1.5.14. Designate in writing, acting commanders of the account during periods of absence. This may be accomplished by providing a copy of G series orders to ASD/MDMM.

2.1.5.15. Report the loss, theft, or unauthorized expenditure of munitions to the MASO and security forces law enforcement immediately.

2.1.5.16. Maintain a current signed Custody Account Listing (IS507A), for all items on the organizations account.

2.1.5.16.1. The IS507A shows total quantity authorized and on-hand for each item issued to the account.

2.1.5.16.2. The IS507A is validated each quarter when the custodian performs a lot number inventory. Changes to the physical count will be annotated on the IS507A.

2.1.5.16.3. Once the inventory has been completed the IS507A will be signed by the custodian, certified by the organization commander, and approved by the MASO.

2.1.5.16.4. Each time there is a primary custodian change, the account will be inventoried and a new IS507A will be signed by the new custodian, the old custodian, certified by the organizational commander, and approved by the MASO.

2.1.5.16.5. Copies of all transactions, which affect the balances of the account, must be maintained in the custody account folder until the IS507A reflecting updated balances is received.

2.1.5.17. Ensuring the organization meets all suspenses.

2.1.5.17.1. Suspenses are placed on required documentation and other actions to keep the account valid.

2.1.5.17.2. Failure to meet an initial suspense will result in an account freeze on all transactions.

2.1.5.17.3. If the suspense is not cleared within 5 days of the freeze, the missed suspense will be documented and forwarded to the ASD/MDMM Senior for assistance.

2.1.5.18. Maintaining munitions by lot number. Integrity of all munitions items must be controlled throughout their lifetime by lot number for safety considerations. Lot number integrity and accountability of all issued munitions must be maintained until the assets are expended or turned-in. Ammunition and munitions that cannot be identified by assigned lot number must be turned in.

2.1.5.19. Provide an annual 5-year forecast of unit's mission requirements. This is one of the most important duties of an organization using munitions. Separate quantities are forecasted for mobility, operations and training requirements according to munitions allowances cited in governing directives or other allowance documents from higher headquarters. Annual forecasts are channeled up to Air Force and Ammunition Control Point (ACP) for consolidation with Air Force-wide requirements. Air Force determines what percentage of the total forecasted quantity is supportable for each item. This percentage is then channeled back down to base level in the form of an allocation. Allocations not expended at the end of the year are not carried forward. Any requirements not forecasted may seriously affect your mission for the forthcoming year.

2.1.5.19.1. New forecasting guidance will be provided by Air Mobility Command Headquarters, until such time guidance is published by HQ USAF/ILMW and HQ USAF/

XORW.

**NOTE:** Out-of-Cycle Requests – In the event that a new or unforeseen requirement develops, or an allocation is not sufficient, it is the custodian's responsibility to submit an out-of-cycle munitions request to ASD/MDMM. It will be endorsed and forwarded to the user's Major Command (MAJCOM) functional manager with an information copy sent to HQ AMC/LGBCW.

2.1.5.20. ASD/MDMM personnel will conduct surveillance visits on a semi-annual basis. This visit will consist of an inventory and custodial management inspection. Commanders will be briefed, normally in writing unless results warrant a personal briefing, on the findings of each visit.

### 3. Custodian Responsibilities.

3.1. In accordance with AFI 21-201, all primary custodians of munitions accounts will be briefed on their responsibilities. Munitions custodians are appointed by their commander and assume their responsibilities by signing AF Form 68.

3.1.1. AF Form 68, (see [Attachment 2](#)). Commanders use this form to designate two sets of individuals. Each set assumes a different role and cannot, under any circumstances interchange those roles. See paragraph [2.1.5](#) above.

3.1.2. Change of Primary Custodians. When a change of primary custodians occurs, the munitions account must be properly transferred to the new custodian before the old custodian departs. The following actions must be accomplished:

3.1.2.1. AF Form 68 re-accomplished.

3.1.2.2. A 100 percent inventory is conducted with the old and new custodian utilizing the IS507A.

3.1.2.3. New custodians are briefed on their responsibilities by ASD/MDMM personnel.

3.1.3. Change of Commander. When a change in commander occurs, AF Form 68 is re-accomplished and the new commander must sign after being briefed by the MASO or designated representative.

3.1.4. Storage.

3.1.4.1. Storage facilities for munitions kept in the organization must meet the explosive storage, safety, and security criteria outlined in AFMAN 91-201, AFI 31-101, and DODM 5100.76, *Physical Security and Sensitive Conventional Arms, Ammunition and Explosives*. AF Form 2047, **Explosive Facility License**, must be coordinated with the wing weapons safety manager, security forces, fire department, and DynCorp Munitions section. Quantities and items stored will not exceed limits cited on the license. The license must be affixed, in plain view, on the storage facility.

3.1.4.2. Courtesy Storage is available in the munitions storage area for organizations that do not or cannot meet storage requirements. In this case, a courtesy storage agreement between the unit and ASD/MDMM is required.

**NOTE:** All mobility munitions issued to organizations are courtesy stored in the munitions storage area. When mobility assets are required, ASD/MDMM will prepare for release as soon as possible upon noti-

cation. To withdraw courtesy stored munitions, an individual designated in Part III of AF Form 68 must sign AF Form 4147, Munitions Movement Control Worksheet. Units supported by the wing consolidated mobility account will appoint persons to withdraw ammunition for their unit in letter format showing full name, rank, and social security number. Sample signatures are not required. Either the squadron commander or flight commander/chief may sign letters.

3.1.5. IS507A. The IS507A is a custody receipt listing used for inventory verification and accountability.

3.1.5.1. Inventories are performed quarterly (by the custodian), when a change in custodian occurs, and during semiannual surveillance visits from ASD/MDMM.

**NOTE:** The total quantity of all lots should equal the respective on-hand balance shown on the Custody Account Listing. If not, documentation supporting the difference should be available, such as Expenditure Procedures (MSI) for an authorized expenditure, otherwise a discrepancy exists.

3.1.5.2. The Custody Account Listing is provided in two copies. Once the inventory is performed, and no discrepancies have been discovered, the primary/alternate custodian and the commander must sign both copies. Both copies are forwarded to ASD/MDMM for MASO validation. After MASO validation, copy two will be returned to the custodian for filing in the custody jacket file. If a discrepancy is discovered, notify ASD/MDMM to request their assistance in resolving the matter.

3.1.6. Loss, Theft, and Unauthorized Expenditure. Any actual or suspected loss, theft, or unauthorized expenditure of munitions must be reported immediately to the MASO and security forces. The MASO will then determine the proper action.

3.1.7. Custodial Jacket File. Custodians are required to maintain a munitions custody jacket file for account documentation. The file must contain, but is not limited to, current AF Form 68 munitions authorization record, approved allocation document, including any AF Form 1996, **Adjusted Stock Level**, current forecast, expenditure log, latest reconciled quarterly custodian inventory (signed by the commander, custodian and MASO) and count sheets, latest reconciled annual MASO Custody Inventory (signed by the commander, custodian and MASO) and count sheets, documented training and briefings, copies of all issues, expenditures, and turn-ins of munitions items to include copies of restricted/suspended munitions notifications since the last signed quarterly custodian inventory, copy of 89 AWI 21-110.

3.1.8. Surveillance Visits. Surveillance visits from ASD/MDMM consist of an inventory of assets, and a custodial management review. Results of each visit are documented and forwarded to the applicable commander and in turn to the custodian for filing in the jacket file.

3.1.9. Munitions Forecast. New forecasting guidance is being written and added to AFI 21-201, 1 Dec 00. Until such time that guidance is published, HQ USAF/ILMW and HQ USAF/XORW will provide procedures to MAJCOMs for preparing forecast requirements.

3.1.10. Out-of-Cycle Requests. In the event that an unforeseen requirement develops, or an allocation is not sufficient, it is the custodian's responsibility to submit an out-of-cycle munitions request, in accordance with AFI 21-201 paragraph 16.2, to ASD/MDMM section. It will be endorsed and forwarded to the user's MAJCOM functional manager with an information copy sent to HQ AMC/LGBCW.

3.1.11. **Suspenses.** Suspenses are placed on required documentation and other necessary actions to keep the account valid. Failure to meet an initial suspense will result in an account freeze until a second suspense is met. If the second suspense is not met, the commander will be notified of the discrepancy.

3.1.12. **Lot Number Integrity.** All munitions items must be controlled throughout their lifetime by their lot number. This is to ensure operational readiness and safety as certain lot numbers are suspended or restricted from use because of defects. By way of lot numbers, these items can be easily traced and taken out of circulation.

#### 4. General.

4.1. It is Air Force policy to have all government-owned munitions under the direct control of a responsible accountable officer at all times. All elements of the Air Force are responsible for implementing established logistic policies and procedures in a manner which ensures intelligent use of Air Force material and effective support of assigned missions. All elements are further responsible for logistic supervision necessary to ensure effective and economical compliance with the policies and procedures contained this publication. Accountability applies to those organizations, which physically possess, store, and maintain accountable documentation. A record of property is maintained on a stock record account FV4425, which is subject to audit. Material accountability legitimately resides at the storage activity, which has physical custody of the material. It is the storage activity where all physical activities occur, including receipt, storage, issue, etc. The concept of fixing material accountability at the storage activity does not change ownership, management direction, or control responsibilities.

4.2. **Relief from Accountability.** When there is a theft, suspected theft, loss, destruction other than authorized expenditure, installation, or disposal, and the loss exceeds the parameters listed herein, immediate action will be taken to notify the MASO and other authorities. Also, organizational commanders will initiate reports as prescribed in AFI 31-101 and DODM 5100.76 as necessary.

4.2.1. Loss, theft, and recovery are defined as follows and must be reported immediately. But not later than 72 hours:

4.2.1.1. **Loss.** An actual loss of munitions, not a suspected loss.

4.2.1.2. **Theft.** Known theft, usually with some physical evidence such as building, cabinets, or boxes broken into, etc.

4.2.2. **Recovery.** When an item previously reported lost or stolen is found or returned.

4.2.3. The following criteria will be used to obtain relief from accountability:

4.2.3.1. A financial liability investigation is always required when loss involves Controlled Item Code (CIC):

4.2.3.1.1. Category 1 - Very High Risk

4.2.3.1.2. Category 2 - High Risk

4.2.3.1.3. Category C, 6 and 8 - Confidential

4.2.3.1.4. Category S or 5 - Secret

4.2.3.1.5. Category T - Top Secret



4.2.4. A financial liability investigation is required for the following examples of losses unless the responsible individual agrees to make monetary restitution by processing a DD Form 114, **Military Pay Order**, DD Form 362, **Statement of Charges/Cash Collection Voucher** (for Government Property Lost, Damaged or Destroyed); or DD Form 1131, **Cash Collection Voucher**.

4.2.4.1. The loss, damage, destruction, disposal, or expenditure is suspected to have occurred as a result of willful misconduct, gross negligence, unauthorized use or expenditure.

4.2.4.2. The loss exceeds the following criteria:

4.2.4.2.1. The loss involves CIC category 3 - moderate risk, and the one-time loss exceeds 20 items per national stock number (NSN) or the monetary value exceeds \$200 in value.

4.2.4.2.2. The loss involves CIC category 4 or 7 (low risk), P (pilferable), or U (unclassified) and the one-time loss exceeds 200 items per NSN or the monetary value exceeds \$250 in value.

4.2.4.3. A financial liability investigation is required when requested by the MASO.

4.2.4.4. An administrative letter, signed by the commander of the individual responsible for the assets, detailing the circumstances of the loss may be used instead of a financial liability investigation, or monetary reimbursement, for relief of accountability when the loss is less than the criteria specified for a financial liability investigation. When such letters are used, include a statement that monetary reimbursement is or is not required and a statement to the effect that "the loss was not a result of theft, fraud, unlawful expenditure, or willful neglect." However, commanders may elect to process a financial liability investigation regardless of the criteria.

4.2.4.5. Documents that can be used for inventory adjustments are:

4.2.4.5.1. DD Form 114

4.2.4.5.2. DD Form 200, **Financial Liability Investigation of Property Loss**

4.2.4.5.3. DD Form 362

4.2.4.5.4. DD Form 1131

4.2.4.5.5. SF Form 364, **Report of Discrepancy**

4.2.4.6. The MASO may use the suspense copy of the financial liability investigation to adjust the inventory balance pending receipt of the approved investigation.

4.2.4.7. Documentation used for relief of accountability will be attached as supporting authority to the Inventory Adjustment Document (IS429A).

## 5. Issue Procedures.

### 5.1. There are two types of issues authorized for munitions items.

5.1.1. Consumption Issues. This issue is for a quantity, which can be consumed within a 15-day period from the date and time of issue. If organization storage facilities cannot satisfy the security and safety requirements specified in AFI 31-101 and AFMAN 91-201, respectively, consumption issues are restricted to that quantity which can be consumed on the day of issue. Generally, consumption issues are restricted to those assets needed for immediate installation, use, or assets for

end item repair. At no time will munitions items authorized to an organization under the RCS: HAF-LGS (A) 9452 forecast and allocation procedures be consumption issued.

5.1.2. Custody Issues. This is an issue to an organization for use at a future point in time. All custody issues are controlled on custody accounts. All items authorized to an organization under allocation procedures will be custody issued.

5.1.3. Issue of Munitions to Custody Accounts. All requests for non-nuclear munitions must submitted on an AF Form 2005, in three copies, certifying the requirement. The request must be typed or legibly printed in blue or black ink. Illegible, incomplete, or improperly prepared requests will be returned to the requester. Use of the electronic form is the preferred method.

**NOTE:** Telephone, intercom, or radio requests are not authorized methods for ordering FV account-managed items and will not be supported.

## **5.2. Issue Review and Approval.**

5.2.1. The MASO or designated representative must review and approve all requests for the issue of FV account managed items. ASD/MDMM will monitor to ensure units do not exceed authorized quantities.

5.2.1.1. The MASO will ensure that all personnel receiving classified, sensitive, and pilferable munitions understand the degree of security and control required. Further, the MASO must verify that personnel have proper clearance and a secure storage area prior to issuing property.

5.2.1.2. Except for emergencies, requesting units must submit their munitions requests 10 workdays in advance of the time and date required. A minimum of 10 workdays is required to ensure proper scheduling. The group commander or equivalent, unless delegated to the organizational commander in writing, must approve emergency requests. Training requirements are not considered emergencies.

## **5.3. Transfer of Accountability.**

5.3.1. Only authorized personnel are allowed to request and receipt for munitions. The custodian will prepare AF Form 2005, Issue Request, in three copies for submission to ASD/MDMM.

**NOTE:** If a mistake is made in preparing the AF Form 2005, prepare a new one. Munitions personnel are not authorized to make changes to auditable documents. Only the certifying official who signed Block A of the request can make pen and ink changes to the document. A pen and ink change will consist of a single line through the incorrect entry and the correction entered above.

5.3.1.1. Only authorized personnel will be permitted to receipt for munitions as listed in Part III of AF Form 68. The authorized person will enter the date, printed name and signature on the Combat Ammunition System (CAS-B) Issue document.

5.3.1.2. The person signing for the munitions will retain a copy of the CAS-B Issue document for unit records.

5.3.1.3. When an authorized representative of an organization has received a munitions item, accountability and responsibility for the items are transferred to the organization commander. The commander will be held responsible for the preservation, care, and safeguarding of all items unless courtesy storage is provided.

5.4.1. Emergency issues during normal duty hours may contact ASD/MDMM. The applicable group commander or equivalent will verify the emergency issue. All the pertinent information will be provided at the time of call-in. ASD/MDMM will immediately process necessary documentation for the issue of the item. AF Form 2005, endorsed and verified on the reverse, or an emergency issue letter signed by the appropriate Group Commander will be hand carried to ASD/MDMM the same duty day. Issue requests for training will not be considered valid emergency requests. All training requirements must be scheduled 10 days in advance.

5.4.2. After normal duty hours a bona fide emergency requirement will be called into SAM-4. The SAM-4 will notify munitions stand-by personnel of the requirement, along with the name, unit, and phone number of the requester.

5.4.2.1. The certified AF Form 2005 will be furnished to ASD/MDMM the next duty day if the item was received after normal duty hours.

**5.5. Preparation of an Issue Request.** The munitions custodian is responsible for preparing the AF Form 2005.

**Figure 1. Issue Request.**

ISSUE/TURN-IN REQUEST

TRIC		DEL DIST TOTE BOX				EX Dac	A. INCHECKER, NAME, DATE (TIN)															B. INSPECTOR, NAME, STAMP, DATE (TIN)																																							
1	2	3	4	5	6	7	(Signature of Certifying official, AF Form 68, Pt II) JOHN A. SERGENT, CMS, 2-2956, 20 MAR 02															RESERVED FOR MASO USE																																							
I	S	U					D	REQUEST, TIME & DATE (ISU)																																																					
STOCK NUMBER																						UNIT OF ISSUE		QUANTITY						C.		DOCUMENT NUMBER										DM																			
NSN																						NIN		ADDN												ACT										ORG	DATE	SER. NO.	Com												
8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29			30	31	32	33	34	35	36	37	38	39	40	41	42	43	44																							
1	3	0	5	0	1	1	7	2	9	5	5	8	E	A	0	0	0	3	0	DATE & TIME REQUIRED (Time Change Only)		S	8	9	0	F	K																																		
Part Number																						E. T.O. REFERENCE/TECHNICAL PUBLICATION OR END-ITEM APPLICATION/NEXT HIGHER ASSEMBLY																																							
D. PART NUMBER/MGFR CODE OR NAME/REMARKS																						CERTIFICATION STATEMENT, i.e., CERTIFIED CUSTODY REQUEST FOR TRAINING IAW AFCAT 21-209																																							
WORK ORDER				TEX		CON		FAO		SD		PROJECT		PRI		REQ DEL DT		UIC		MARK FOR										F. T.O. PSC AND/OR ERROR																															
SHIP TO				51		S1		54		55		56		57		58		59		60		61		62		63		64		65		66		67		68		69		70		71		72		73		74		75		76		77		78		79		80	
45				46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80																							
G. TIME & DATE OF DELIVERY				H. DELIVERY TIME				I.				J. NOMENCLATURE																																																	
P/U Time/Date												CARTRIDGE, 9MM BALL																																																	

AF FORM 2005, JUN 86 (EF-V3) (PerFORM PRO)

PREVIOUS EDITION WILL BE USED

## Blocks:

A. Signature of organization commander or designated representative (Part II AF Form 68), rank, date, and telephone number.

C. Date and time item required (Time Change only).

D. Manufacturer's part number, if NSN is not known.

E. Statement “Certified Consumption Request” for consumption issue, or “Certified Custody Request” for issues to custody account, reason for use, e.g., time change, mobility, installation, etc., and the authorizing directive. For example: “Certified Custody Request for aircrew training IAW AFR 36-2217.”

G. Time and date of desired pick-up.

J. Correct item nomenclature.

**Columns:**

1-3	ISU
4-6	Blank
7	Category Code
8-22	National Stock Number (NSN)
23-24	Unit of Issue
25-29	Quantity requested
30	S (Custody Account) R (Time Change and Consumption).
31-35	Organization and shop code e.g., 890MM
36-44	Blank
45-50	Job/work order number - Time Change issues only
67-73	Aircraft Tail Number
74-76	SRD
77-78	Work Unit Code

**5.6. Munitions Time Change Issue Request Procedures:**

5.6.1. Not later than 6 weeks prior to the calendar quarter of need, Plans and Scheduling personnel will identify all time changes requirements for the next calendar quarter.

5.6.2. The AF Form 2005 will be prepared using the procedures outlined in this chapter for each stock number and aircraft tail number. Normally, this will be in a quantity of one each.

5.6.3. Ensure the required date and time are entered in Block C. ASD/MDMM will confirm this date and time with the work center 2 weeks prior to this date to ensure issue and delivery processing. Ensure the aircraft tail number is correct; columns 67-73 of AF Form 2005, for each request for time change assets are requisitioned from OO-ALC against specific tail numbers.

5.6.4. Time change requests are always issued using due-in from maintenance (DIFM) procedures.

5.6.5. Use of the electronic version of AF Form 2005 is highly encouraged. Ensure that Block A contains printed/typed name, rank/grade, phone, date, and signature of the requestor. This person must be listed in Part II of an approved AF Form 68. Use black or blue ink only.

5.6.6. Ensure that the correct technical data reference for item being ordered is entered in Block E. The certification statement should read "Certified Consumption Request for Time Change IAW T.O. xxxx-xx-xxx-.

5.6.7. When all issue requests are prepared deliver them to ASD/MDMM, Building 4982. Further processing will ensure assets are ordered and available to support these requirements on the date and time required.

**6. Expenditure Process.**

6.1. The organizational commander and the appointed custodian must ensure custody issued munitions are utilized only for the purpose and in the quantities authorized by governing directives. Custodians will develop and implement support records, which substantiates the authorized expenditure. An auditable record (AF Form 2434, **Munitions Configuration and Expenditure Document**, AF Form 710, **Combat Arms Training Record**, etc.) will be maintained to provide accountability of the quantity expended.

6.1.1. Documentation, in the form of AF Form 2005, reflecting the expenditure of munitions will be submitted to ASD/MDMM no later than 5 duty days after the expenditure.

6.1.2. The commander or designated representative (Part II of the AF Form 68) certifies the following by affixing their signature in block A of the AF Form 2005:

6.1.2.1. Agreement with reason for its submission.

6.1.2.2. Have ensured proper support records are available which substantiate the authorized expenditure.

6.1.2.3. Have ensured the stated expenditure actually occurred and the quantity expended did not exceed the allocation.

6.1.3. The MASO or designated representative will approve the expenditure by affixing their signature in Block B of the AF Form 2005.

6.1.4. After final processing a completed copy of the expenditure will be returned to the custody account custodian for filing in the custody account folder.

6.2. **Expenditure Procedures.** In order to relieve the organizational account of accountability when an expenditure or installation of munitions assets occurs, AF Form 2005 will be prepared as follows:

**Figure 2. Expenditure.**

ISSUE/TURN-IN REQUEST	TRIC			DEL DIST			EX			A. INCHECKER, NAME, DATE (TIN)															B. INSPECTOR, NAME-STAMP, DATE (TIN)																										
	1 2 3			4 5 6			7			(signature of certifying official - AF Form 68, Pt II)															RESERVED FOR MASO USE																										
	M S I						D			JOHN A. SERGENT, CMS, 2-2959, 20 MAR 02																																									
										REQUEST, TIME & DATE (ISU)																																									
	STOCK NUMBER																				UNIT OF ISSUE		QUANTITY		C.															DOCUMENT NUMBER										DMO	
	NSN																				ADDN																			ACT										ORG	
	8 9 10 11 12 13 14 15 16 17 18 19 20 21 22																				23 24		25 26 27 28 29																	30 31 32 33 34 35 36 37 38 39 40 41 42 43 44										Cond	
	1 3 0 5 0 1 1 7 2 9 5 5 8																				E A		0 0 0 3 0																	S 8 9 0 F K 1 0 7 9 0 0 0 1											
	Part Number																																																		
	D. PART NUMBER/MGR CODE OR NAME/REMARKS																				E. T.O. REFERENCE/TECHNICAL PUBLICATION OR END-ITEM APPLICATION/NEXT HIGHER ASSEMBLY																														
LOT NUMBER: 98L002-022 C/C A																				(Signature of Custodian - AF Form 68, Pt III) CERTIFIED CUSTODY EXPENDITURE FOR TRAINING IAW AFCAT 21-209																															
WORK ORDER										SHIP TO										MARK FOR										F. T.O. PSC AND/OR ERRC																					
45 46 47 48 49 50										51 52 53 54 55 56 57 58 59 60 61										62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80																															
G. TIME & DATE OF DELIVERY										H. DELIVERY TIME										I.										J. NOMENCLATURE																					
																														CARTRIDGE, 9MM BALL																					

AF FORM 2005, JUN 86 (EF-V3) (PerFORM PRO) PREVIOUS EDITION WILL BE USED.

### Blocks:

A. Signature of organizational commander or designated certifying official (Part II of AF Form 68), rank, date, and telephone number.

B. Blank

C. Blank

D. Lot/serial numbers of assets expended or installed and condition code (C/C) of the original issued item, and location all off of the IS507A

E. Statement "Certified Custody Expenditure," reason for expenditure (i.e. training, installation, operations, etc.), authorizing directive, i.e., "Certified Custody Request for training IAW AFI 36-2217" and signature of the custodian.

J. Correct item nomenclature.

**Columns:**

1-3	MSI
4-6	Blank
7	Category Code
8-22	National Stock Number (NSN)
23-24	Unit of Issue
25-29	Quantity expended
30	S
31-43	Document Number the item was issued under off of IS507A or Issue Document
44-48	Blank

**7. Turn-In Procedures.**

7.1. Consumption issues may vary from the quantity, which must be consumed on the day of issue to a quantity, which will be consumed within a 15-calendar-day period from the date of issue. If security and safety requirements cannot be met and the munitions item is not consumed on the same day of issue, then arrangements must be made to turn in the item. In all cases, if the item is not consumed within the 15 calendar day period, then the items must be turned in. The MASO or designated representative will follow-up to ensure the above criteria is met.

7.2. Custody-issued munitions are issued to an organization for use at a future point in time. Secure facilities and adequate storage must be available for support of custody issues. In those cases when security and storage criteria cannot be met, arrangements will be made for courtesy storage or turn-in the items. Also, a reduction in authorization may generate an excess condition if a turn-in is not made.

7.2.1. When munition items are turned in, the following action will be taken by the organization:

7.2.1.1. Ensure the item is properly packaged.

7.2.1.2. Use the same container and packaging the item was received in.

7.2.1.3. The munitions must be securely packaged within the container to prevent movement.

7.2.1.4. The correct quantity, lot number, and NSN should be marked on the outside of the container.

7.2.1.5. Munitions scrap and/or brass will be packed separately from live items for turn-in. Refer to Chapter 9 for further instructions.

7.2.1.6. Serviceable and unserviceable items will be put into separate containers.

7.2.2. Contact ASD/MDMM to coordinate a date and time for turn-in. Provide them with the NSN, nomenclature, quantity, and reason for turn-in. The custodian will provide completed AF Form 2005, Turn-in document, to Munitions Inspection at the time of turn-in.

7.3. **Preparation of a Turn-In.** The AF Form 2005 will be prepared as follows:

**Figure 3. Turn-In.**

TRIC		DEL DIST		EX		A. INCHECKER, NAME, DATE (TIN)		B. INSPECTOR, NAME, STAMP, DATE (TIN)		
1	2	3	4	5	6	7				
T I N							NAME, PHONE NUMBER, DATE			
REQUEST, TIME & DATE (ISU)							RESERVED FOR INSPECTION			
STOCK NUMBER		UNIT OF ISSUE		QUANTITY		C.		DOCUMENT NUMBER		
8	9	10	11	12	13	14	15	16	17	
1	3	0	5	0	1	1	7	2	9	
Part Number							E A 0 0 0 3 0		S 8 9 0 F K 1 0 7 9 0 0 0 1	
D. PART NUMBER/MGR CODE OR NAME/REMARKS							E. T.O. REFERENCE/TECHNICAL PUBLICATION OR END-ITEM APPLICATION/NEXT HIGHER ASSEMBLY		F. T.O. PBC AND/OR ERRC	
LOT NUMBER 98L002-022 C/C A							REASON FOR TURN-IN			
WORK ORDER		SHIP TO		PROJECT		PBI		MARK FOR		
45	46	47	48	49	50	51	52	53	54	
G. TIME & DATE OF DELIVERY		H. DELIVERY TIME		I.		J. NOMENCLATURE		CARTRIDGE, 9MM BALL		

AF FORM 2005, JUN 86 (EF-V1) (PerFORM PRO) PREVIOUS EDITION WILL BE USED.

**Blocks:**

- A. Blank
- B. Blank
- C. Blank

D. Lot/serial number of item being turned-in if known. Also, the condition code (C/C) of the original issued item.

E. Enter the reason for turn-in. Use reverse side if necessary.

J. Nomenclature of item being turned-in.

**Columns:**

- 1-3 TIN
- 4-7 Blank
- 8-22 NSN
- 23-24 Unit of Issue
- 25-29 Quantity being turned-in
- 30 R = DIFM turn-in for recoverable (XF3, XD2) item and not being turned in from custody account.  
S = Item is being turned in from custody account.



- 31-43 Custody Turn-in use base document number off IS507A, all others enter org/shop code in card columns 31-35 only.
- 45-80 Blank

## 8. Inventory Procedures.

8.1. ASD/MDMM will schedule and conduct a complete wall-to-wall inventory of all ammunition and explosives maintained on stock record account FV4425 during the months of March and September. Custody account and courtesy stored munitions will be excluded.

8.2. Munitions users/custodians will be notified of scheduled inventory dates and informed, that only bona fide emergency issue requests, submitted in writing by the group commander or equivalent and approved by the MASO will be processed while the inventory is being conducted. Issue requests to support training will not be considered as an emergency. Assets previously issued to a custody account and held in courtesy storage will be available for pick-up through ASD/MDMM.

8.3. Custody Account Inventory Procedures. All custody accounts will be inventoried during the months of February, May, August and November. The May inventory will be conducted with the physical assistance of ASD/MDMM. The MASO representatives will also be present during the semi-annual inventories of all other accounts. Inventories will also be conducted whenever there is a change of custodian. Both the old and new custodians will conduct these inventories jointly.

8.3.1. Quarterly inventories will be accomplished using the IS430A count sheet and IS507A Custody Account Listing. The MASO will provide these listings in the appropriate validation months.

8.3.1.1. Munitions item issued to the organization will be inventoried by lot number. The quantities of all the respective on-hand balances are shown on the IS507A. Should a variance between the inventory count and computer record balance exist, proper documentation, i.e., expenditure, issue, etc, should be annotated on the IS430A listing.

8.3.1.1.1. Contact ASD/MDMM to arrange for an appointment to inventory courtesy-stored munitions when ASD/MDMM is not conducting the inventory.

8.3.1.1.2. The primary or alternate custodian will certify the inventory by signing the IS430A and the IS507A and forwarding them to the organizational commander.

8.3.1.1.3. The organization's commander is responsible for ensuring that the inventory and IS507A are in agreement and will indicate approval by signing the IS507A.

8.3.1.2. After all of the above actions have been completed return all copies of the IS430A and IS507A, to ASD/MDMM for validation by the MASO. Once validated by the MASO, a copy of the IS430A and the IS507A will be returned to the custodian to maintain in the custody folder.

8.4. **Surveillance Visits** . The MASO representatives will periodically perform short notice surveillance visits on custody accounts to monitor compliance with explosive safety standards and general account management. Results of each visit are documented and forwarded to the organization commander and in turn to the custodian to be filed in the custody account jacket file.

## 9. General.



9.1. The commercial off the shelf (COTS) Munitions Program (formerly local purchase munitions) objective is to protect the safety and health of Air Force personnel and maintain accountability of dangerous items while supporting operational requirements. COTS munitions will not be purchased prior to completing the procedures for approval outlined in AFI 21-201, Chapter 32.

**9.2. Authorization.**

9.2.1. The authorization to purchase COTS munitions is a three-stage process that includes:

9.2.1.1. Munitions system management determination by OO-ALC/WM.

9.2.1.2. Assignment of hazard classification (HC) in accordance with T.O. 11A-1-47, *Department of Defense Ammunition and Explosives Hazard Classification Procedures*.

9.2.1.3. Non-Nuclear Munitions Safety Board (NNMSB) safety certification, in accordance with AFI 91-205, *Non-nuclear Munitions Safety Board*.

9.2.2. Prior to reaching the first of these three stages, the requesting unit must develop a data package, using an AF Form 1768, **Staff Summary Sheet**, for coordination and approval through installation and MAJCOM level agencies.

9.3. **Limitations.** Munitions for long-term requirements may be authorized for COTS purchase while awaiting full program development, provided the approval procedures outlined in AFI 21-201, Chapter 32 are completed. COTS munitions will not be stockpiled in large quantities, more than a 90-day requirement, on military installations.

9.4. **Procedures.** All units who require COTS munitions must contact ASD/MDMM for assistance. Based upon the unique nature of individual requirements, the process can differ greatly from one unit to the next.

**10. Purpose of Forecasting Requirements.**

10.1. Forecasts of munitions are submitted annually to give United States Air Force depots and manufacturers sufficient lead time to meet munitions requirements. The efficiency of munitions support depends a great deal on the accuracy of requirements forecasted by the users. The OOALC/WM annually chairs a munitions forecast/allocation review hosted by the USAFACP at Hill AFB Utah. All major commands attend. During this time, munitions forecasts from all major commands are reviewed and percentages of munitions supportability are given in the form of allocations. The percentage takes into consideration all available worldwide stocks and manufacturer's projected production rates. Depots screen requisitions against allocations and may cancel requisitions when they disagree with items and/or quantities allocated.

10.1.1. The forecasting agency is responsible to:

10.1.2. Submit forecasts in the time frames and format requested by the office of primary responsibility.

10.1.3. Ensure that forecasted quantities are realistic and do not exceed unit's authorizations as specified in AFCAT 21-209.

**10.2. Annual Air Munitions Forecast Report, RCS: HAF-LGS (A) 9452.**

10.2.1. This forecast is submitted to ASD/MDMM by the using organization and projects the munitions for training, operations, and mobility requirements for the next 5 fiscal years. It is

essential for the using organization to make accurate forecasts because it will be used as the custody account authorization for the upcoming fiscal year. Items not forecasted will be very difficult, if not impossible, to obtain. Items identified during the annual allocation review that are not 100 percent supportable can still be submitted to the MAJCOM functional manager (MFM) for possible reapportioning of command allocations within the same functional areas.

10.2.2. ASD/MDMM will notify all munitions accounts when their forecasts are required to be submitted. Each account custodian will be briefed and provided complete instructions for preparing and submitting the forecast. Justifying the forecast is required and will include authorizing directive, number of personnel or weapons to be supported, mathematical formula to support total quantity, and category of use. Each category of use will have a separate statement of justification. The annual munitions forecast (see sample attached) will have as a minimum, the stock number, nomenclature, category of use and quantity per year. All requirements must be included for the year, regardless of the amount of munitions already issued to the custody account.

10.2.3. Definitions of forecast categories are as follows:

10.2.3.1. Category A - Munitions required to replace worn-out or damaged assets. This category is based on historical data, but should not exceed 10 percent of the total requirement. Includes inert training items to support assets worn-out or damaged as a result of training; unserviceable line returns, e.g., unserviceable 20MM or 30MM, resulting from uploading, downloading, and re-linking operations; small arms ammunition used during daily operations such as security forces, etc.

10.2.3.2. Category B - Mobility munitions that are not part of any aircraft weapon system. All munitions and explosives to be deployed from home station for mobility, unit relocation, or augmentation. Forecast requirements for the single worst case Operations Plan/Operations Order (OPLAN/OPORD) to be supported. Refer to AFI 31-207 for mobility allowances.

10.2.3.3. Category C: All munitions to be on hand, but not anticipated to be consumed. This includes munitions for internal security/protection for arming Office of Special Investigations (OSI), aircrews, security forces, etc.

**NOTE:** Category C does not mean “Operational Requirements”, although most operational requirements do fall under Category ‘C’, there are also training requirements that fall under Category C such as, inert items, dummy ammo, etc. Remember-“not anticipated to be consumed” is the key.

10.2.3.4. Category D: All munitions and explosives anticipated to be consumed or installed.

**NOTE:** Category D does not mean “Training Requirements”. Although most training requirements do fall under Category D, there are also operational items that could be considered Category D. For example, 30 Caliber Blank or 5.56mm Blank for Honor Guard ceremonies. Remember, “anticipated to be consumed or installed” is the key.

10.2.4. After completion, the forecast will be reviewed and signed by the organizational commander.

10.2.5. To ensure the forecast is accurate; ASD/MDMM will screen it against authorizing directives and attach the MASO’s recommendation, including any adjustments, prior to sending to MAJCOM.

10.2.6. MAJCOM will approve or adjust accordingly and forward to USAFACP for approval.

10.2.7. The quantities from the annual allocation document are loaded on the custody account as a total authorized level for the year. When expenditures are made from that custody account, the on-hand quantity and the remaining allocation authorized to be expended are reduced. When both reach zero, the organization has depleted their authorization for that fiscal year.

10.2.8. The authorization for the current fiscal year will be loaded on 1 October each year, upon receipt of the allocation document received from MAJCOM and USAF ACP. Quantities may vary from year to year depending upon financial restraints and stock availability.

### **10.3. Forecast Change Request Procedures:**

10.3.1. Out-of-cycle munitions requests will be submitted for previously unknown/un-projected requirements that will adversely affect the mission if not obtained that fiscal year. For items that are not new requirements, units must expend at least 50 percent of their current fiscal year total training (Category D) quantity allocated before requesting additional allocations.

10.3.2. The munitions user who requires the additional allocations and the Custody Account custodian, requiring additional allocations will prepare an Out-of-Cycle Munitions Request justifying the need. This request will be forwarded, in turn, to ASD/MDMM, the organization's MFM, and the MAJCOM ASD/MDMM functional manager. Host units will utilize HQ AMC channels and tenant units will request allocations through their appropriate MAJCOM. The munitions user should ensure that the out-of-cycle request is submitted not later than 60 days prior to the expected demand date.

10.3.3. ASD/MDMM will verify the requirement and will try to accommodate the request by local allocation transfer. If the requirement can be satisfied locally, ASD/MDMM will endorse the letter identifying the custody accounts involved and names of the gaining/losing custodians that have concurred. Their letter is filed with the consolidated allocation document and in the applicable custody accounts folders. A copy will be provided to both custody account custodians and the MAJCOM ASD/MDMM functional manager.

10.3.4. If the requirement cannot be satisfied locally, ASD/MDMM will endorse the letter to the requester's MFM advising the requirement cannot be supported and providing the asset posture. A copy will be forwarded to the requesting organization.

10.3.5. The MFM should review and attempt to satisfy the allocation request by realigning existing command allocations. The functional manager's endorsement should include findings, recommendations, and/or corrective actions and then forward the completed (IN TURN) letter to the applicable MAJCOMs munitions function manager who in turn will notify all concerned.

10.3.6. Allocation requests that cannot be supported at the command level will be forwarded to the Air Force ACP for consideration.

### **10.4. Time Change Requirements Forecast Report, RCS: LOG-LOW (Q) 7506:**

10.4.1. Cartridge/Propellant Actuated Devices (CAD/PAD) will be forecasted annually. Forecasts are to be completed and submitted to ASD/MDMM no later than 1 July each year and must include all aircraft owned by the forecasting organization as of 15 June.

10.4.2. Plans and Scheduling will make annual projections of munitions item requirements listed in T.O. 00-2-9, using AFTO Form 223, **Time Change Requirements Forecast**.

10.4.3. Forecasts will be by quarter for the first 16 quarters, starting with the first quarter of the calendar year to cover a period of time corresponding to the service or shelf life of the item as published in the applicable item technical order.

10.4.4. Documentation activity personnel will complete blocks 1, 2, 3, 4, 5, and 6 of the AFTO Form 223 in three copies. Two copies will be forwarded to the MASO no later than 1 July.

10.4.5. ASD/MDMM will review forms to ensure part number accuracy and that all blocks are properly completed. The MASO will forward the forecast to USAF ACP, with an information copy to the applicable MAJCOM to ensure that the item manager (IM) will receive the forecast no later than 1 August each year.

## **11. Responsibilities.**

11.1. The using organization commander is responsible to.

11.1.1. Establish procedures for the collection, control, and disposition of all munitions residue and brass generated by the organization in accordance with T.O. 11A-1-60.

11.2. Ensure all personnel in the organization using munitions are briefed on their responsibilities for residue and brass generated.

11.3. Ensure that residue from expended munitions items (small arms brass, smoke grenade canisters, etc.) are collected whenever conditions permit. Residue must be separated by type, caliber and from live rounds and packed for turn-in. All packing material related to munitions items must be turned in as residue to Munitions Inspection.

11.4. Residue must be free of dirt, trash, and other foreign materials prior to turn-in to Munitions Maintenance Inspection for processing.

## **12. General.**

12.1. Items of this nature are listed and identified in T.O. 11A-1-1 with update messages received as warranted when performance or safety for use is questionable.

12.1.1. "Restricted Munitions" are items that do not meet performance requirements under all conditions.

12.1.2. "Suspended Munitions" are items that are withdrawn from issue and use because they are suspected of being, or known to be, unsafe or otherwise defective.

12.1.3. Upon receipt of restricted or suspended munitions messages, Munitions Inspection will notify MASO. Operations. The MASO will notify all using organizations by telephone and follow-up letters.

12.1.4. The primary account custodian will take immediate action to ensure that these assets are no longer expended, installed, or used for their intended purpose.

12.1.5. The custodian will take immediate action to notify ASD/MDMM of any restricted/suspended munitions items in their possession and receive further guidance.

## **13. General.**

13.1. Reusable munitions and missile component, including all up-round (AUR) missile containers, are managed by the MASO. When these containers become empty, they assume an identity and must be maintained on FV accountable records. Empty containers are identified and tracked by a specific container NSN [Federal Supply Class (FSC) 8140], model number, and may be assigned a serial number.

13.2. **Procedures.** Organizations receiving munitions are responsible for all reusable containers in which the munitions were issued.

13.2.1. The using organization will return all empty reusable containers, with original packing materials, to Munitions Inspection when the munitions are removed for expenditure, installation, etc., and the container will not be required to repackage munitions items.

13.2.2. All empty reusable containers will be on accountable records.

13.2.3. Organizations requiring reusable metal containers to support day-to-day operations, contingency plans, etc, will notify ASD/MDMM in writing of their requirement. Attach AF Form 2005 to the request.

13.2.4. Reusable containers maintained by the organization for day-to-day operations, contingency plans, etc, must be properly marked to indicate its contents. As a container becomes empty, it will be marked or labeled empty over the nomenclature. If assets other than what the container was designed for are stored in the container, the container will be marked to indicate the contents.

13.2.5. The MASO will ensure that empty containers are inventoried in conjunction with scheduled surveillance visits. Empty containers found that are not on accountable records will be turned in to munitions inspection.

## 14. General.

14.1. This chapter explains the procedures for processing time change issues for scheduled time change items. Refer to Chapter 5 for all other time change issues.

14.2. **Procedures:** Not later than 6 weeks prior to the calendar quarter of need, plans and scheduling personnel will identify all time changes requirements for the next calendar quarter.

14.2.1. Prepare a certified issue request in three copies, per the paragraph 5.5.; for each stock number, for each aircraft tail number. Normally, this will be in a quantity of one each.

14.2.2. Ensure the required date and time is entered in Block C. ASD/MDMM will confirm this date and time with the work center 2 weeks prior to this date to ensure issue and delivery processing. Ensure the aircraft tail number is correct, in columns 67-78 of AF 2005, for each request as time change assets are requisitioned from OO-ALC against specific tail numbers.

14.2.3. Time change requests are always issued using DIFM procedures.

14.2.4. It is preferred that the e-form version of the AF Form 2005. Ensure that Block A contains printed/typed name, rank/grade, phone, date, and signature of the requestor. Use black or blue ink only.

14.2.5. Ensure that the correct technical data for item being ordered is entered in Block E. The certification statement should read "Certified Consumption Request for Time Change IAW T.O. xxxx-xx-xxx-xxx."

14.2.6. When all issue requests are prepared deliver them to ASD/MDMM, Building 4982. Further processing will ensure assets are ordered and available to support the requirement on the date and time required.

## **15. General.**

15.1. This chapter establishes requirements for using organizations to handle and transport munitions on and off Andrews AFB. It will be used in conjunction with DODM 5100-76, AFI 31-101, and AFMAN 91-201, to ensure munitions supplied to using organizations are transported in a safe manner.

### **15.2. Requirements.**

15.2.1. The vehicle and operators must meet the explosive safety requirements in AFMAN 91-201.

15.2.2. Personnel must be familiar with local procedures and explosive routes.

15.2.3. Vehicle operators must comply with security requirements in DODM 5100-76 and AFI 31-101. For example, high-risk munitions require armed guard surveillance.

### **15.3. Handling.**

15.3.1. Munitions will not be tumbled, dragged, dropped, thrown, rolled, or “walked.” Containers designed with skids may be pushed or pulled for positioning.

15.3.2. Using organizations will provide personnel with publications, local written operating instructions, squadron publications, etc. The intent of this requirement is to ensure personnel have the information necessary to perform tasks in a safe manner.

15.3.3. Only trained personnel under the supervision of an individual who understands the hazards and risks involved will handle explosives.

15.3.4. Detonators, initiators, squibs, and other electrically or mechanically actuated devices required for operations, such as loading, explosive ordnance disposal, and egress maintenance, will be carried in protective containers at all times. The containers must be designed to prevent item-to-item contact.

15.3.5. Bale hooks will not be used to handle explosives or munitions.

15.3.6. Nails may be used to secure covers or make repairs on explosive/munitions containers only if there is no hazard to the items.

### **15.4. Operations.**

15.4.1. Vehicles will:

15.4.1.1. Be inspected IAW AFM 91-201 prior to transporting munitions/explosives.

15.4.1.2. Display explosive placards on all four sides to provide general warning for fire fighting and emergency personnel. When transporting munitions the appropriate explosive placard must be displayed.

**NOTE:** Munitions in hazard class/division 1.4 do not require placards for on-base movement of any weight.

15.4.1.3. Be equipped with two fire extinguishers rated at least 2A:10BC.

**NOTE:** One should be mounted outside of driver's side and one secured in the cab of the vehicle.

15.4.1.4. Be equipped with tie-down hardware/equipment required to secure munitions to the vehicle

15.4.2. Loading/unloading operations will only be accomplished with the engine off and wheels chocked.

15.4.3. Vehicles will not be operated until munitions/explosives have been checked to ensure they have been blocked, braced, tied down, or otherwise secured to the vehicle to prevent movement. Vehicles will have sideboards and tailgates as high as the load when appropriate.

15.4.4. Munitions will not be left unattended unless the vehicle is parked in a properly designated area, e.g., the weapons storage area, holding yard, or ready munitions area.

15.4.5. DOD Class/Division 1.1, 1.2, and 1.3 (DOT Class A and B) munitions transported on Andrews AFB will use established primary or alternate explosive routes.

15.4.6. Smoking in or within 50 feet of the vehicle will be prohibited or controlled as prescribed in AFM 91-201.

## 16. General.

16.1. This chapter establishes procedures for Life Support Munitions Accountability Procedures. This requires a joint effort between all, Life Support Flight and DynCorp Munitions. It is critical to maintain asset visibility and accountability of MK13/124 Flares and PDSK Flares by lot number and service/shelf life expiration dates throughout the munitions community. Failure to accurately track usage data for these items has resulted in an inability to properly manage assets and consequently created a shortage of allocations and assets for field use.

16.2. **Life Support Munitions.** These are explosive life support items issued for installation into aircrew vests, aircraft kits and rafts, etc. All life support munitions regardless of ERRC, will be consumption issued and controlled under DIFM procedures as directed in AFI 21-201, Chapter 23. This ensures positive accountability, helps with foreign object control on the flight line and ensures explosives or munitions residue is properly secured, stored and inspected.

16.2.1. Initial issues are used for build-up of new vests, kits, rafts, etc. Category C is used for these type requirements, allocations, and issues. Condition code A and C, with sufficient time remaining, will be used to fill requirements in this category.

16.2.2. Recurring issues are used to replace installed unserviceable and expired shelf/service life assets. Category A is used for replacement requirements, allocations, and issues. This category is consumption issued with a "DIFM Indicator". Units must use the indicative data record for each respective life support master NSN and mark the time change indicator block. After this block is marked, each time an issue is processed, CAS-B will prompt the technician if DIFM tracking is required. Condition code A and C items, with sufficient time remaining, will also be used to fill requirements in this category.

16.2.2.1. Issue procedures as outlined in Chapter 5 will be used for items in paragraphs [16.2.1.](#) and [14.2.2.](#)

16.2.2.2. Ensure quantity of flare requested does not exceed the explosive facility license.

16.2.2.3. At no time will the combined quantity of serviceable and unserviceable flare/pyrotechnics on hand exceed the maximum quantity authorized by the explosive facility license.

16.2.2.4. Assets issued under DIFM control will be turned in to clear DIFM details within 15 calendar days.

16.2.3. Returned asset will be turned in under the issue document number to clear the DIFM detail and re-identified as required. In most cases, these types of expired assets can be reclassified as condition code B and utilized for training, Category D allocations. Found on base procedures will not be used to turn in returned assets to accountable records.

16.2.3.1. Turn-in procedures as outlined in Chapter 7 will be used for these items.

16.2.3.2. Unserviceable flare/pyrotechnics removed from survival kits will be turned in to ASD/MDMM once a week, normally on Wednesday.

16.2.4. Training requirements, allocations, and issues are identified under Category D peacetime consumable. Items in this category will not be consumption issued using DIFM procedures. They will be issued using standard custody account issue procedures and will be filled with condition code B or C items before using condition code A assets.

16.2.4.1. MSI as outlined in Chapter 6 will be used for these items.

16.3. **Accountability.** Once life support munitions are installed, they will be tracked by NSN, lot number, and shelf and service life in the Aircrew Life Support Management System (ALSMS) or other AF approved automated tracking system.

16.4. **Forecasting.** During the annual requirements process the MASO must obtain category A, C, and D requirements information from Life Support sections based on expected new vest/kit development, replacement of anticipated shelf and service life expiring items, and training for input to the MAJCOM.

16.5. **Operational Procedures.** During survival kit build-up inspections, flares/pyrotechnics will remain in the storage locker until required for installation in kits. Unserviceable flares/pyrotechnics removed from kits will be immediately placed in the storage locker to prevent accidental mishandling.

16.5.1. All flares/pyrotechnics being installed in kits or inspected during periodic inspections will be inspected for visual defects, service life in accordance with T.O. 11A10-26-7.

16.5.2. Packaging/marketing of flares/pyrotechnics: The installation date for PDSK flare kits will be indicated on the outer paper packaging adjacent to the lot number indicated thereon. After marking the instruction sheet with the installation date, laminate the front and back with clear acetate paper. For those types of PDSK flares packaged in clear plastic envelopes, the plastic will be opened and the installation date will be indicated on the instruction card adjacent to the lot number. The plastic envelope will then be resealed by stapling with one staple.

16.5.3. Place the installation date for MK-13/MK-124/AP-25 flares in the space reserved for this purpose on the side of each flare. This is the date the item was installed for the first time.

16.5.4. All lot numbers/installation dates of flares/pyrotechnics will be entered with permanent ink on each item. Enter kit, vest or raft local ID, lot number, installation date on the ALSMS data sheet.



16.5.5. During kit inspections complete a data entry recap sheet. Use this data to ensure accountability data in ALSMS is correct.

16.5.6. During survival kit inspections, 14S series technical orders and AMCI 11-301 will be used to ensure all printed requirements concerning flares/pyrotechnics have been complied with.

16.5.7. Upon notification by Technical Order change, HQ AMC message, or DynCorp Munitions or MASO that an explosives item has been restricted or suspended, immediate action will be taken to remove all restricted/suspended explosives from survival kits. Serviceable assets will be used to replace the restricted/suspended items on a one-for-one basis. Restricted/suspended munitions listings can be found on the HQ AMC Life Support Web Site or will be sent from DynCorp Munitions and is required to be returned with a complied with signature.

16.5.8. Service life data will be monitored as prescribed in TO 11A10-26-7.

16.5.9. The housekeeping/cleanliness standards outlined in AFMAN 92-201 for the survival kit inspection/flare storage area will not be compromised. The area will be kept clean at all times to insure no fire/safety hazards are present.

16.5.10. Flares/pyrotechnics will be inventoried the first workday of each week to insure sufficient serviceable assets are available for use. Other inventories will be conducted as required. The storage locker will be kept under control of the Life Support Flight NCOIC to prevent unauthorized access to the locker. The flare locker will be inventoried each time it is opened. Section supervisor along with custodian will conduct weekly inventories.

**16.6. Transfer Aircraft Procedures.** The importance of maintaining inventory integrity cannot be overemphasized. Close coordination between Life Support and ASD/MDMM must be maintained to ensure munitions assets are tracked accurately.

16.6.1. Transferred aircraft gained.

16.6.1.1. Life Support will establish accountability for all munitions assets on gained aircraft. An acceptance inspection on affected equipment, i.e., life rafts, survival kits/vests, etc., to determine serviceability of installed munitions, will be accomplished within three duty days of arrival on station.

16.6.1.1.1. A 100 percent hands-on physical inventory of all munitions installed on the gaining aircraft will be documented to include, munitions type, quantity, lot number, local kit ID, and the losing base.

16.6.1.1.2. The section supervisor will ensure the lot numbers and dates of expirations are correctly annotated on DD Form 1574, AFTO Form 338, and data entry in ALSMS.

16.6.2. Transferred aircraft lost.

16.6.2.1. Life Support will perform a 100 percent hands-on physical inventory of all munitions installed on the losing aircraft. The completed inventory will include munitions type, quantity, lot number, local kit ID, and gaining base.

16.6.2.1.1. Once final confirmation of the aircraft transfer has been made through plans and scheduling, life support will terminate asset tracking in ALSMS.

16.7. For C-141 aircraft being transferred to the Aerospace Maintenance and Regeneration Center, all life support munitions will be removed from the aircraft and turn-in transaction processed through the MASO as prescribed in Chapter 7. Terminate accountability in ALSMS per paragraph 16.5.3.1.1.

GLENN F. SPEARS, Brig Gen, USAF  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DOD 5100.75-M, *Physical Security of Sensitive Conventional Arms, Ammunitions and Explosives*  
AFI 21-201, *Management and Maintenance of Non-nuclear Munitions*  
AFCAT 21-209v1, *Ground Munitions*  
AFCAT 21-209v2, *Demolition Munitions*  
AFI 31-101, *The Installation and Resource Protection Program*  
AFI 31-207, *Arming and Use of Force by Air Force Personnel*  
AFI 36-2217, *Munitions Requirements for Aircrew Training*  
AFMAN 91-201, *Explosive Safety Standards*

***Abbreviations and Acronyms***

**ACP**—Ammunition Control Point  
**ALSMS**—Automated Life Support Management System  
**AUR**—All-up-Round  
**CAD/PAD**—Cartridge/Propellant Actuated Devices  
**CAS**—Close-Air-Support  
**CAS-A**—Combat Ammunition System - AFMC  
**CAS-B**—Combat Ammunition System - Base  
**CAS-C**—Combat Ammunition System - Command  
**CIC**—Controlled Item Code  
**COS**—Chief of Supply  
**COTS**—Commercial Off The Shelf  
**C/C**—Condition Code  
**DFIM**—Due-in-from Maintenance  
**EOD**—Explosive Ordnance Disposal  
**FV**—Base Munitions Account  
**IS429A**—Inventory Adjustment Document  
**IS507A**—Custody Account Listing  
**IM**—Item Manager  
**MAJCOM**—Major Command

**MASO**—Munitions Accountable Systems

**MFM**—MAJCOM Functional Manager

**MSI**—Expenditure Procedures

**NSN**—National Stock Number

## Attachment 2

INSTRUCTIONS FOR COMPLETING AF FORM 68, MUNITIONS AUTHORIZATION  
RECORD

- | <u>BLOCK</u> | <u>ENTRY</u>   |
|--------------|--|
| A.           | Complete office symbol of your organization's commander (i.e., <b>89 SPS/CC</b> ). If the organization is not located on base, include the <i>complete</i> postal mailing address of the commanding office, to include street, city, and zip code. |
| B.           | The DynCorp Munitions office symbol is: <b>ASD/MDMM</b>  |
| C.           | Purpose for munitions, with supportive documentation reference (i.e., <b>IAW AFCAT 21-209 FOR TRAINING</b> , etc.).  |
| D.           | The facility in which munitions are delivered, stored, or used (i.e., <b>Bldg. 1917</b> ).   |
| E.           | Office symbol of the primary custodian (i.e., your commander's office in block A is <b>89 SPS/CC</b> . Your custodian office is 89 SPS/SPAR. Thus Block E will contain SPAR.   |
| F.           | Your organization and shop code is a three numeric, two alpha combination (i.e. <b>305SP</b> ). The custody account identification system is <i>no longer used</i> , so leave that blank.  |
| G.           | Include a " <b>LAST ITEM</b> " statement under the last person listed.   |
| H.           | Ensure that your primary and alternate(s) are noted in 'Note 1' by a ' <b>P</b> ' or A, respectively. Also include " <b>LAST ITEM</b> " after last entry.  |
| I.           | This is the date of the prior AF Form 68 which is being replaced.  |
| J.           | Commanders Signature Block; Phone Number; and Signature.   |

[illegible]

PREVIOUS EDITION IS OBSOLETE

## Attachment 3

## SAMPLE ANNUAL MUNITIONS FORECAST

<b><u>PEACETIME STATIC</u></b>	<b>CAT</b>	<b><u>FY04</u></b>	<b><u>FY05</u></b>	<b><u>FY06</u></b>	<b><u>FY07</u></b>	<b><u>FY08</u></b>
NSN/DODIC/NOUN						
1305-01-172-9558	C	30	30	60	60	60
A363 9mm Ball						
1305-01-255-6276	C	120	120	60	60	60
A071 5.56mm Ball						
<b><u>PEACETIME CONSUMABLE</u></b>						
NSN/DODIC/NOUN						
1305-01-172-9558	D	180	180	360	360	360
A363 9mm Ball						
1305-01-255-6276	D	720	720	600	600	600
A071 5.56mm Ball						
1330-00-289-6854	D	12	12	12	24	12
G945 Grenade Yellow Smoke						
<b><u>MOBILITY</u></b>						
NSN/DODIC/NOUN						
1305-01-172-9558	B	30	30	30	30	30
A363 9mm Ball						
1305-01-255-6276	B	120	120	120	120	120
A071 5.56mm Ball						



**Justification:** Complete justification to include authorizing directive (i.e., AFCAT 21-209, AFR 125-26, etc.)

<b>Mathematical Formula:</b> (for each category)	Cat B	__ 1 __ nbr weapons x __ 30 __ rds = __ 30 __ 9mm Ball
	Cat C	__ 2 __ nbr weapons x __ 60 __ rds = __ 120 __ 5.56 Ball
	Cat D	12 Yellow Smoke Grenade per Wing for exercise per year 12 Additional per Wing for ORI

Signature Organizational Commander: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewed/Approved by MASO: \_\_\_\_\_

Date: \_\_\_\_\_